

NOTES

**Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level
Activity Implementation Cooperative Agreement No. AID-532-A-13-00003**

DATE: May 20, 2016

PRESENT: AOR Claire Spence (CS) A-AOR Bridget Fong-Yee (BFY), Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF), NPSC Director of Parenting Support Coordination & Behavioral Change Peta-Gay Waugh (PGW)

APOLOGIES FOR ABSENCE: MoE Enrichment Specialist Shauner Murray (SM) – Updates sent via email ahead of meeting.

Actions: May 20, 2016

Actions	By	Date	Update
Send email to schools noting upcoming audit of all items and requesting that schools advise team of any missing items as these will have to be reported.	EC	May 31	This was discussed with schools representatives present at the May 24-26 teacher training.
Engage MoE Financial Controllers re reporting structure established with schools for summer school budget and spend	EC	May 20	Completed.
Begin reviewing learnings of project with CS	JAF	Ongoing	
Confirm location of Advisory Committee Meeting	SM	May 27	Meeting Postponed to June 28, 2016 at request of MoE team.
Contact schools and advise them that receipts will be needed for all summer school spends	EC	May 24	Email Sent to MoE May 20 and to all schools on May 26, 2016.
Share finalized NPSC Parents' Place Manual with Project Team	PGW	May 31	
Send contact for Bethany Primary School to PGW	CS	June 24	Completed.

Actions: April 22, 2016

Actions	By	Date	Update
Circulate Training Plan Annex to DF and USAID for review	SM	May 6	To be completed ahead of next meeting
Have Mr. Desnoes (Legal officer) to send JAF correspondence re MoUs between DF and MoE and DF and various schools	SM	May 6	Update shared from SM via Email, see notes below
Re-share tool regarding monitoring at school level with team (use frequency tool)	SM	May 6	To be completed ahead of next meeting
Discus TraiNet with BFY and update as recommended	JAF	May 20	BFY advised that additional funds spent are to be added to previously documented training as the second residential training completed in

			August targeted the teachers who had been previously trained.
Share dated copy of summer school manual with edits with EC and CS	SM	April 29	Completed, EC and CS to meet to finalize and send to graphics team
Share finalized manual with all parties	EC	Upon completion	

DISCUSSION – ISSUES

1) Welcome & Call to Order – (JAF)

Meeting was called to order by JAF (8:48am)

2) Confirmation of Meeting Notes & Matters Arising – (JAF)

No changes were made to the notes. The actions were updated in the above table ‘Actions April 2’.

3) Project Performance Review

a) USAID Project Activity Update (CS)

i) Preparing for activity close-out

CS shared an outline regarding what will be expected of DF for the successful close out of the programme. Various obligations, including the submission of a final inventory of all property titled in the US Government no later than two months before the end of the project were covered. She reminded the team that a stolen item report, including police report, needs to be submitted to USAID in the event of stolen or lost items. This report should include a detailed correspondence trail regarding any lost or stolen items. She noted that the team will receive a letter from the AO in the Dominican Republic requesting a close out plan. A template will be provided.

Other close out obligations were reviewed and the following were noted:

- No Indirect Cost Rate Certification nor Audit Certification will be required
- No patent report will be required
- No copyright report will be required
- No royalty report will be required
- CS and JAF to review report requirements under the award provisions have been met.

The final independent evaluation to be carried out by USAID was also highlighted and the final programme report discussed.

Action: Send email to schools noting upcoming audit and requesting that schools advise team of any missing items as these will have to be reported.

Action: EC to engage MoE Financial Controllers re reporting structure established with schools for summer school budget and spend

Action: JAF to begin reviewing learnings of project with CS.

b) MoE Project Update (send via email from SM)

i) Memorandum of Understanding

There have been consistent correspondences between the Foundation and the Legal Unit of the MOEY&I. The most recent, May 15 (having previously provided a template for the MOUs (May 3). What was submitted is still being reviewed. Mr. Desnoes is however not well and out of office. His feedback will come as soon as he returns. JAF notes these emails pertain specifically to the MoU signed with each school, but not to the overarching MoU between DF and the MoE with remains outstanding.

ii) Advisory Committee

The Advisory Committee- The meeting remains for the date stated (May 31, 2016). Please send confirmations and agenda adjustments to Mrs. Lena Buckle Scott's secretary, Miss Kimone Francis.

Action: SM to confirm location

iii) Monitoring of Project at school level

The monitoring of the project at regional levels continues to steadily improve through the use monitoring tool. The tool has been found to be acceptable to the Education Officers in the regions that have received it. It has been said that this is because it is considered to be a simple way of assisting Education Officers to monitor. Emphasis is now being placed on these monitoring activities in Region 3 & 4- (St. James and St. Ann). The increase in monitoring and support will be aided through regional meetings with Principals at which members of the senior management team of the MOE will be involved. The dates will be announced later.

c) DF Project Update

i) Project Documentation/ Reporting (JAF)

Over the reporting period, various project management and reporting documentation was completed and/or finalized. The Yr 3 Q4 Semi-Annual Report was submitted on April 30, 2016. The finalized version of this was approved by the USAID team on May 12. A printed copy was provided to the USAID team in the meeting for their files. The Data Quality Assessment was also finalized in May, 2016. Hard copies were also printed for the meeting and are to be signed by each party. Finally the second Environmental Mitigation and Monitoring Plan Report was finalized and approved. A copy of the signed version will be shared with the DF team by CS for their files. JAF also shared that second term reports were received from 15 of 37 schools of cohort 3 and 4. A reminder email was sent to all schools to encourage them to send in outstanding reports.

ii) Teacher training

This month will be the last cluster based in-service training. In June the team will conduct site visits to project schools for monitoring purposes and to provide one-on-one support. The topic of this month's training will be the use of the Mimio, as requested by teachers. CS notes the Mimio is very effective when used well, however the teachers need to practice. CS asked to ensure that the Centre Manager from Golden Spring is in attendance. EC notes that she has been invited. Training will take place May 24, 25 and 26 at Mico Teachers' College in Kingston.

iii) Parental Engagement

The team met with the NPSC two weeks ago to further discuss the additional parenting component to the project. The NPSC will provide support for the 6 schools they already have parent support managers in and provide advice and guidance to the project team for the remaining 34 priority schools. The NPSC will also share the operational manual for Parents' Places with all 104 project schools.

- Parent Place Launch: An activity is tentatively set for June 14 at McAuley Primary School. The date, time and location will be confirmed with all parties ahead of the event.
- Summer School Update: Plans are well underway at all 28 engaged schools. The two outstanding schools that did not provide their summer school details have done so. EC is in the process of processing their 60% advance. They should receive same ahead of the beginning of summer school. CS notes that school budgets and receipts should be provided by the schools. Unused funds from schools should be returned to DF, or the balance of funds should not be provided. JAF notes that this was not communicated to the schools when they were engaged previously. The project team, had engaged the MoE to assist in calculating a per student cost for the summer school activities. Schools were thus asked to provide documentation to support the reported number of students engaged. Correspondence will be sent to all summer schools to update them and request the additional information. This will be followed by follow up calls.

Action: EC to contact schools and advise them that receipt will be needed.

Action: PGW to share finalized NPSC Parents' Place Manual with Project Team

Action: CS to send contact for Bethany Primary School to PGW

4) AOB

No other business was tabled.

The date of the next meeting is set for June 24, 2016

The meeting was adjourned at 10:23 am.

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)

b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligationinbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/201 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			

d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			